

TOWN OF ST. LEO
TEMPORARY USE PERMIT APPLICATION
P.O. Box 2479, St. Leo, Florida 33574
352.588.2622 Fax 352.588.3010

Date _____

Applicant _____ Telephone _____
Email Address _____ Fax _____
Property Address _____
Property Parcel I.D.# _____
Property Owner _____ Telephone _____
Address of Owner _____
Description and Duration of Time for Temporary Use _____

Zoning District for proposed Temporary Use: (circle one) Agricultural, Business, Institutional

Application must include the following:

1. Application must include an affidavit from the property owner authorizing the applicant to utilize the property for the proposed temporary use and its duration of time.
2. A site plan or scaled dimensioned drawing of the total area to be utilized for the temporary use including setbacks from all streets and property boundaries, parking and any additional information deemed necessary to adequately review the temporary use permit application (see LDC Section 10.13 attached).
3. It is the responsibility of the applicant to obtain all other permits and licenses required for the operation of the temporary use, for example, building permit, fire permit and inspection, business tax license or sign permit. These permits must be submitted to the Town Clerk prior to the issuance of the Temporary Use permit.

The applicant shall be billed for the actual expenses related to the Town of St. Leo's Planning Consultant review, and/or Attorney fees related to the application review. This may include, but is not be limited to, time spent reviewing the application for completeness, preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant, and attending any meetings with the applicant, including Commission meetings, if necessary. The Town Commission may request an advanced partial payment based on an estimate of all fees and expenses.

St. Leo Signature for Temporary Use Permit Approval

Date

Such review shall be to determine if the final PUD plan has not changed from its original approval and meets the conditions of that approval.

- B. The final PUD site plan submittal shall include but not be limited to, illustrating the lot layout and location of buildings (except single-family development may show building envelope in lieu of specific building location), parking areas, stormwater facilities and landscape buffer areas. The final PUD submittal shall also include typical building elevation(s) and/or perspective drawing of the buildings.
- C. The final PUD site plan shall be submitted to the Town Clerk at least thirty (30) days prior to the next regularly scheduled Town Commission meeting.

Sec. 10.12 Time Limitations

- A. PUD approval shall be valid for twenty-four (24) months after approval of the PUD or component phase. An applicant may submit a request for an extension of the PUD approval to the Town Commission if no building permit has been issued for the PUD or approved component phase. The Town Commission shall determine if an extension is warranted and may either (1) approve the extension, (2) approve the extension with conditions, (3) request additional information or (4) deny the request. No more than a total of two (2) extension requests may be granted. The total cumulative extension of time for all extension requests shall not exceed more than three (3) years.

Section 10.13. General Site Plan Review Procedures for Temporary Uses

- A. Permit applications for Temporary Uses shall provide the following:
 - 1. The applicant/operator, if not the property owner, must provide an affidavit from the property owner(s) confirming that the applicant's right to use the site for the specified temporary use and confirming duration. A copy of the affidavit shall be available on site during the operation of the temporary use.
 - 2. Duration of the temporary use and hours of operation.
 - 3. The applicant/operator shall provide designated, safe and adequate on-site and off-site parking; no parking shall be allowed within a public right-of-way in order to maintain the safe and orderly flow of traffic.
 - 4. The applicant/operator shall provide safe and adequate ingress and egress to the property including safe clear sight distance for vehicles entering or leaving the property. Barriers (such as railroad ties, fencing or other acceptable barrier as approved by the Town Commission or its designee) shall be provided to direct vehicle ingress/egress to an existing driveway(s). Where a delineated driveway does not exist on the property, a driveway location shall be delineated, as approved

by the Town Commission or its designee, for the purpose of ingress/egress during the duration of the temporary use.

5. The applicant/operator shall insure that all temporary use areas such as trailers, outdoor storage areas, stages, tents, retail sales and food vending areas, other than parking, are located at least twenty five (25) feet from a public right-of-way and any neighboring residential areas.
6. The applicant/operator shall obtain appropriate permits and fire inspections for any structures to be located on the property; or if such use requires electricity or plumbing permits, the applicant shall obtain such permits and inspections prior to operation of the temporary use. A business license tax fee must also be obtained from the Town Clerk and shall be available on-site during the operation of the temporary use.
7. Signage is permitted on the temporary use structure, vehicle, mobile trailer or cart. No signage shall be located on the roof of any structure, vehicle or mobile trailer. In lieu of signage on the structure, vehicle, mobile trailer or cart, appropriate free-standing signage shall be permitted during the duration of the Temporary Use permit and shall be subject to the sign area, setback and height requirements as set forth in Article XI. Sign Regulations, Section 11.9.4 Religious Institutions. Directional signage is permitted pursuant to Section 11.4 Exempt signage.
8. The applicant/operator shall submit a detailed site plan of the total area to be utilized for the temporary use with dimensions showing the location and setback of the tent or temporary structure; maximum capacity (number of persons) to be within the tent or temporary structure; the number and location of all sales/food vendors directly affiliated with the temporary use; location of all on-site and off-site parking areas; a traffic circulation plan showing all ingress/egress locations and barriers to channel ingress/egress to these driveway locations; and the location, number and a description of any signs, lights, balloons, fences, banners, etc. Such plan shall be examined by the Town Commission or its designee to determine compliance with this Code and other applicable codes, ordinances or regulations. No temporary use permit or building permit shall be issued until such plan complies with these provisions.